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CLASSIFICATION TITLE CT Lndscp Specialist	OFFICE/BRANCH/SECTION Maintenance Support/ Maintenance/Caltrans	
WORKING TITLE Landscape Specialist	POSITION NUMBER 903-600-6288-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direct supervision of the Maintenance Manager I, the incumbent acts as a staff advisor to or representative of the District Maintenance Engineer on all matters related to landscaping and to do other related work. Must possess a valid Pest Control Advisors License and fulfill the Department of Food and Agriculture requirement of attaining 40 units of continuing education credits within two years in order to keep the license. This is accomplished by receiving continuing education in related subjects approved by the Department of Food and Agriculture. Also, must possess a valid Class C Driver's license. These duties include, but are not limited to the following:

CORE COMPETENCIES:

As a CT Lndscp Specialist, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency -)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

POSITION DUTY STATEMENT

PM-0924 (REV 02/2021)

40%	E	Assists, consults with, and advises superintendents on landscaping and tree maintenance work procedures, equipment, plants, and materials; reviews plans for District landscape construction projects; makes field reviews of contract projects and consults with and advises construction project resident engineers and District Landscape Architects regarding problems arising during construction.
40%	E	Reviews permit applications for encroachment permits for trimming and removal of trees; makes recommendations on work by utility companies when working near our trees and facilities; meets and confers with State, County, and City agencies concerning vegetation control and irrigation water sources and amounts used; meets and confers with agriculture commissioners regarding new laws and restrictions concerning the use of pesticides; meets and confers with District special crew superintendents regarding the vegetation control program, tree and brush control programs; makes minor policy determinations and makes recommendations on major policy changes to the District Maintenance Engineer; reviews reports and requests for pesticide purchases and use; investigates and responds to complaints from the public, governmental officials, and political appointees relating to weed, trees, brush, landscape condition, water waste or perceived misuse, pesticide use or misuse or lack of landscape; assists the regions in training for safe pesticide use, and vegetation control program; corrects and grades landscape correspondence course tests; assists in maintaining an accurate Vegetation Control Plan in IMMS and assists in writing pest control advisory recommendations for the District pesticide applicators, which includes investigation of the specific sites of application and process necessary letters, memos, and forms on personal computer to assure adequate record keeping.
10%	E	Work with others within Maintenance to solve maintenance problems and concerns through landscape design changes and innovative solutions.
10%	M	California Conservation Corps (CCC) coordinator for the District. Distributes and tracks statewide maintenance and storm water CCC hours. Assists headquarters with district CCC issues. Other duties as directed by Management.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise other employees. May act as a lead-person on special projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Four years of broad experience in landscaping and grounds maintenance, tree maintenance or chemical vegetation control work, two years of which shall have been as a supervisor responsible for planning and directing the work of three or more supervised crews.

Knowledge of following subjects is required: Landscape design, ornamental horticulture, arboricultural, agronomy, soil science, zoology, botany, biology, chemistry, pesticides and supervision. Knowledge of modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers and various types of ground cover used in highway beautification or erosion control; landscape construction and maintenance methods and departmental policies governing maintenance of roadside vegetation; materials, equipment, and tools used in landscape maintenance and construction; names and characteristics and care required for trees, shrubs, and various types of ground cover commonly grown in California; plant pests and diseases and the chemical and biological alternatives for their control and eradication; methods, materials and equipment used in chemical vegetation control; principles of staff versus line management.

Ability to read and write English at a level required for successful job performance; lay out long-range landscape maintenance programs; plan, organize, and coordinate roadside fire hazard, chemical vegetation and noxious weed control programs; prepare estimates for landscaping contract work; review and recommend improvements on landscape contract plans; plan and prepare specifications for soil erosion projects; coordinate equipment and personnel needs on a district wide basis; identify hazardous substances; administer utility trimming and permit inspection work; prepare and consolidate budget estimates; understand and interpret drawings, plans, maps, and layouts and analyze situations accurately, take effective action; dictate correspondence and prepare reports; maintain cooperative relationships with departmental personnel and the public; prepare and conduct training programs; effectively direct the work of others.

Will require the ability to understand and implement the Department of Food and Agriculture Laws and Regulations as they pertain to Pest Control Advisor Recommendations and pest control in general, and will require the ability to explain duties to field superintendents.

ADA Notice

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POSITION DUTY STATEMENT

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Incumbent must be proficient with personal computers, including competency in MS Word, Excel, AMS Advantage, IMMS and other Caltrans database programs. Incumbent must possess the ability to analyze data, develop ideas, and provide recommendations and present information correctly and effectively, both orally and in writing. Must have the ability to handle multiple tasks efficiently and have a strong ability to organize, track, manage time and prioritize tasks. Must have the ability to analyze and apply current rules and regulations when conducting business. Incumbent must possess the ability to use good judgment in situations to determine appropriate action. Incumbent must be able to maintain a positive attitude when interacting with internal and external partners so they remain professional and courteous at all times. Incumbent must be able to work cooperatively and develop good working relationships with other districts and headquarters staff. Must be able to work independently or in a group.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for their own actions, decisions, quality of work and proper use of State time, equipment and materials. Improper use of State time, equipment and material, inability to perform the essential duties stated above, failure to adhere to established policies, procedures and guidelines could lead to adverse action and possible termination.

PUBLIC AND INTERNAL CONTACTS

The incumbent is involved in daily email, telephone and in-person contact with public and Caltrans employees. Incumbent is required to project a professional and courteous business-like manner, and develop and maintain effective working relationships internally and externally.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Sustained mental activity is needed for report writing and review, auditing, problem solving, analysis and reasoning. Ability to develop and maintain cooperative working relationships, responds appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledges the various responses.

The incumbent must also be prepared to work in heavy traffic situations and traverse uneven terrain including climbing and descending steep slopes.

Some duties of this position require outdoor work during inclement weather. The incumbent must have physical ability to react quickly at the work site. Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site, corrected hearing is acceptable. Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

WORK ENVIRONMENT

Incumbent when performing office duties will work in a climate controlled office setting under artificial lighting; however due to periodic problems with the heating and air conditioning systems, the building temperature may fluctuate. Incumbent will be exposed to computers, various lighting conditions, and stand or sit for prolonged periods; must be able to work at a keyboard and focus on complex tasks for long periods of time and must be able to organize and prioritize large volumes of work and documents.

Incumbent will also be required to work in the field extensively in a wide range of sometimes-extreme conditions including snow, rain, fog and heat. Fieldwork will require the incumbent to traverse a variety of terrains and slopes.

When performing fieldwork the incumbent shall wear required personal protective equipment in accordance to rules and regulations set forth by Caltrans Safety Manual and Caltrans Maintenance Manual.

Incumbent must be able to work independently or in a group environment. May be required to work overtime due to storms, emergencies, special work projects, or when the Supervisor deems that it is in the best interest of the State to work overtime.

POSITION DUTY STATEMENT

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE